

# **Financial and Project Progress Reports**

## **Reference Guide for Grants Specialists**

# **Financial and Project Progress Reports Reference Guide for Grants Specialists**

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## Grants Online Financial and Project Progress Reports Reference Guide for Grants Specialists

*The purpose of this document is to provide Grants Specialists (GS) with a step-by-step process for completing Federal Financial Progress Reports, SF270 Reports, and Manual Closeouts in Grants Online. In addition, this document provides guidance on accessing existing Project Progress Reports and Financial Reports in Grants Online.*

### Creating Financial Progress Report – Simple Version

**Step 1:** Log into Grants Online by entering your Username and Password.

**NOAA Grants Online**

Welcome to  
**Grants Online**

**General Public**  
Use our Public Search feature to see information pertaining to awarded NOAA grants.

**Public Search**  
Grant Applicants

**Reviewers**  
• Access current applications assigned to you  
• Submit your review comments and scores

**NOAA Staff**  
• Access current applications assigned to you  
• Submit your review comments and scores

**NOAA Grants Online is the premier Federal solution for full life cycle grants management processing.**

**Username and Password Fields**

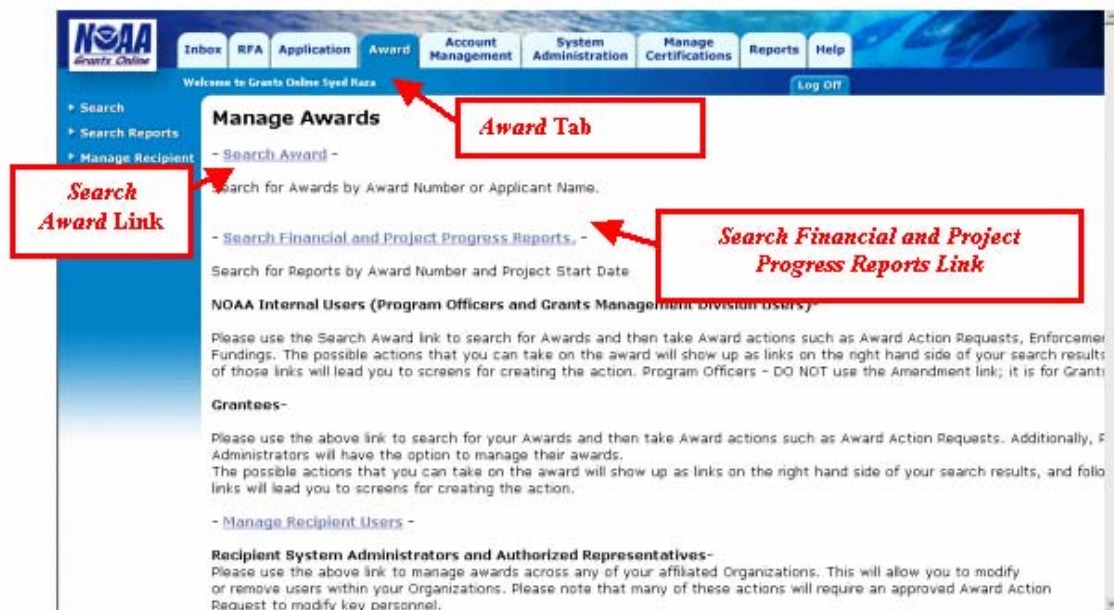
Username  
Password  
Password Lookup Enter

**NOAA**  
Publication of the National Oceanic & Atmospheric Administration (NOAA), U.S. Department of Commerce.  
Last Updated: 2005/11/07 14:27 v2.0  
<http://www.noaa.gov>

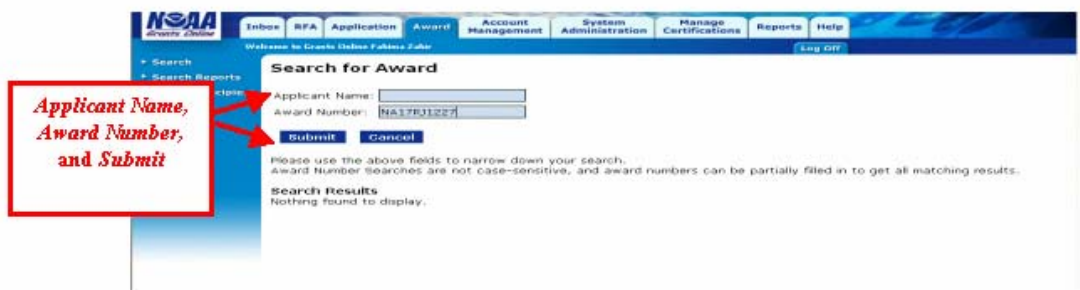
**Accessibility** **Privacy Policy**  
**Security Policy**

## Grants Online Financial and Project Progress Reports Reference Guide for Grants Specialists

**Step 2:** Select the *Award* tab and click on the *Search Award* link to complete the Financial Progress Report.



**Step 3:** After selecting the *Search Award* link, enter at least one search criterion, including *Applicant Name* and/or *Award Number*. Click *Submit*.



## Grants Online Financial and Project Progress Reports Reference Guide for Grants Specialists

**Step 4:** The following screen displays the search results. To select the Award, click on the actual Award number link in the ***Award Number*** column.

**NA17RJ1227 is the award number link in the Award Number column**

Award Number	Org ID	Applicant Name	Project Title	Award Status	Enforcement	Award Action Request	Manage Award	Amendments	Partial Funding
<a href="#">NA17RJ1227</a>	10000000	University of Oklahoma	NOAA Cooperative Agreement Task II Proposal FY06	Accepted	Enforcement	Create Award Action Request	Manage Award Action	Create Amendment	Partial Fund the Award

**Step 5:** Once you have selected an Award, the following ***Grants File*** screen is displayed.

**Grants File - NA17RJ1227**

**Creator:** Data Migration      **Create Date:** 01/10/2005  
**Status:** Grants File    Creation In Progress      **Status Date:** 01/10/2005  
**Last Edited User:** Data Migration

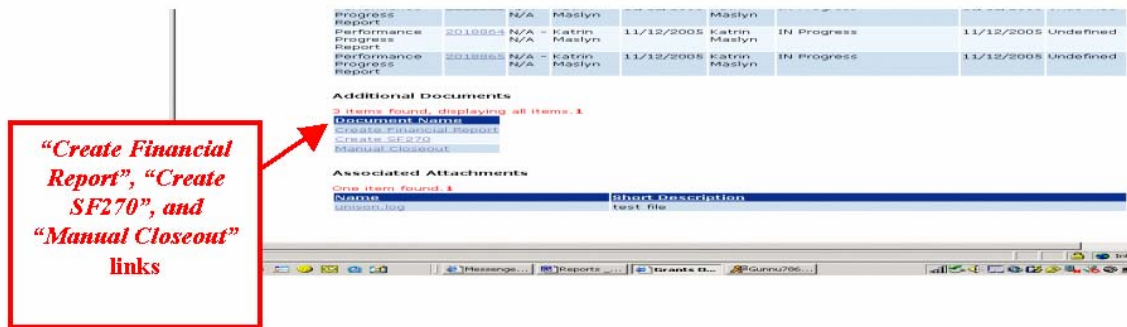
This document currently has no tasks assigned to you. However, you may [view previous work-flow history and comments >>](#)

[View/Add/Remove Attachments](#)

Grant Information					
CFDA Number:	11.432	Award Period:	07/01/2001 - 04/30/2007	Program Office:	OAR Cooperative In Office (CIPO)
Program Officer:	John Cortinas	Program Officer Phone:	3017132465	Program Officer Email:	john.cortinas@noaa.gov
Total Federal Funding:	\$34,391,093.14	Total Non Federal Funding:	\$0.00		
Organization Name:	University of Oklahoma	Electronic Recipient:	No		
Progress Report	N/A	Financial Report	N/A		

## Grants Online Financial and Project Progress Reports Reference Guide for Grants Specialists

**Step 6:** Scroll down to the bottom of the *Grants File* screen to view the *Additional Documents* section and select the *Create Financial Report* link. As a Grants Specialist, you have access to the following links which are addressed in this document: *Create Financial Report*, *Create SF270*, and *Manual Closeout*.



**Step 7:** Select the link entitled, *Go to Federal Financial Report Details Page*.



## Grants Online Financial and Project Progress Reports Reference Guide for Grants Specialists

**Step 8:** The *Federal Financial Report - Simple Version* screen is displayed. Select the comment icon to add comments or view comments entered by other users. The comments are viewable by all users including internal NOAA users and recipients.

### Federal Financial Report - NA17RJ1227 -- Simple Version

Please click on this icon to add your comments or view comments by other users on this report:



Comments icon

A large, empty rectangular text area with a light blue background, intended for entering comments.

Spell Check

#### Final Report

☐ Yes ☒ No

#### Reporting Period \*

-   
(mm/dd/yyyy) (mm/dd/yyyy)

#### Due Date

(mm/dd/yyyy)

#### Attached Report Type(s)

☐ SF-269  
☐ SF-272  
☐ Both

Cash Receipts (Drawdowns): \$2,185,775.00  
Federal Funds Authorized: \$33,992,682.14

#### Recipient Business/Financial Representatives:

One item found.1

Name	Telephone
Unknown Cr	

#### Recipient Authorized Representatives:

3 items found, displaying all items.1

Name	Telephone
Regina Hewatt	405-325-6054
Jennie Parker	405-325-6029
Tracy Reinke	405-325-3041

[Attach Files](#)

[Click here to use the Expanded version of this report.](#)



## Grants Online Financial and Project Progress Reports Reference Guide for Grants Specialists

**Step 9:** Complete the *Federal Financial Report - Simple Version* by entering whether the report is the *Final Report*, the *Reporting Period*, and the *Due Date*. The *Attached Report* radio buttons indicate the types of reports you can attach: SF-269, SF-272, or both. (Please note that migrated Awards will not have reports attached; as such, the *Attached Report* field will indicate which type of report was migrated from NGS.) If you wish to attach files, you may do so by selecting the *Attach Files* link.

When a report is created, data related to *Cash Receipts (drawdowns)* and *Federal Funds Authorized* is retrieved from the CBS system. Once this report has been submitted to NOAA, these fields are locked records and are no longer pulled from the CBS system.

**Final Report**  
☐ Yes ☒ No

**Reporting Period \***  
 -   
(mm/dd/yyyy) (mm/dd/yyyy)

**Due Date**  
  
(mm/dd/yyyy)

**Attached Report Type(s)**  
☐ SF-269  
☐ SF-272  
☐ Both

**Cash Receipts (Drawdowns):** \$2,185,775.00  
**Federal Funds Authorized:** \$33,992,682.14

**Recipient Business/Financial Representatives:**  
One item found.1  

Name	Telephone
Unknown Cr	



# Grants Online Financial and Project Progress Reports Reference Guide for Grants Specialists

## Creating Financial Progress Report – Expanded Version

**Step 1:** At the bottom of the *Federal Financial Report - Simple Version* screen (see previous section Step 9), you can click the link entitled, *Click here to use the Expanded version of this Report*.

---

**Attached Report Type(s)**  
☐ SF-269  
☐ SF-272  
☐ Both

**Cash Receipts (Drawdowns):** \$2,185,775.00  
**Federal Funds Authorized:** \$33,992,682.14

**Recipient Business/Financial Representatives:**  
One item found. 1

Name	Telephone
Unknown Cr	

**Recipient Authorized Representatives:**  
3 items found, displaying all items. 1

Name	Telephone
Regina Hewatt	405-325-6054
Jennie Parker	405-325-6029
Tracy Reinke	405-325-3041

[Attach Files](#)

[Click here to use the Expanded version of this report.](#)


*“Attach Files” link  
and “Click here to  
use the Expanded  
Version of this  
Report” link*

*“Save” and “Complete  
Report” buttons*

## Grants Online Financial and Project Progress Reports Reference Guide for Grants Specialists

**Step 2:** Below is the Expanded Version of the Federal Financial Report.

### Federal Financial Report - NA17RJ1227

Please click on this icon to add your comments or view comments by other users on this report: 

**1. Federal Agency and Organization Element to which Report is submitted**

Department of Commerce/NOAA

**2. Federal Grant or Other Identifying Number Assigned by Federal Agency (To report multiple grants, use FFR Attachments)**

NA17RJ1227

**3. Recipient Organization (Name and complete address including zip code)**

University of Oklahoma

1000 Asp Avenue, Room 314 Norman, OK 73019

**4a. DUNS Number   4b. EIN Number   5. Recipient Identifying Number or Account Number**

0

736017987

NOAA

**6. Final Report   7. Basis of Accounting \***

☐ Yes   ☒ No   ☐ Cash   ☐ Accrual

**8. Project/Grant Period**

07/01/2001 - 04/30/2007

**9. Reporting Period \***

01/01/2005

- 09/01/2005

[10. Transactions](#)

[11. Remarks](#)

**Recipient Business/Financial Representatives:**

One item found. **1**

Name	Telephone
Unknown Cr	

**Recipient Authorized Representatives:**

3 items found, displaying all items. **1**

Name	Telephone
Regina Hewatt	405-325-6054
Jennie Parker	405-325-6029
Tracy Reinke	405-325-3041

[Click here to use the Simple version of this report.](#)

Save

Done

Cancel

Print Report

## Grants Online Financial and Project Progress Reports Reference Guide for Grants Specialists

**Step 3:** At the bottom of the Expanded Version of the Federal Financial Report, click on the link entitled, *Transactions* to enter financial report information.

### 9. Reporting Period \*

 - 

[10. Transactions](#)

[11. Remarks](#)

*Transactions link*

### Recipient Business/Financial Representatives:

One item found.1

Name	Telephone
Unknown Cr	

### Recipient Authorized Representatives:

3 items found, displaying all items.1

Name	Telephone
Regina Hewatt	405-325-6054
Jennie Parker	405-325-6029
Tracy Reinke	405-325-3041

[Click here to use the Simple version of this report.](#)

[Save](#) [Done](#) [Cancel](#) [Print Report](#)

**Step 4:** Enter financial report transaction information and click the *Save* button at the bottom of the screen.

### Federal Financial Report -- Transactions

#### 1. Federal Agency and Organization Element to Which Report is Submitted

Department of Commerce/NOAA

#### 4a. DUNS Number

0

#### 2. Federal Grant or Other Identifying Number Assigned by Federal Agency

NA17RJ1227

#### 4b. EIN Number

736017987

#### 9. Reporting Period

01/01/2005 - 09/01/2005

### 10. Transactions

#### Federal Cash:

a. Cash Receipts (Drawdowns):

\$

[View Accounting Details](#)

b. Cash Disbursements:

\$0.00

[Enter Remarks](#)

c. Cash on Hand (line a minus b)

\$0.00

#### Federal Expenditures and Unobligated Balance:

d. Total Federal Funds Authorized

\$

e. Federal share of expenditures

\$0.00

f. Federal share of unliquidated obligations

\$0.00

[Enter Remarks](#)

g. Total Federal share (sum of lines e and f)

\$0.00

h. Unobligated balance of Federal Funds (line d mins g)

\$0.00

#### Recipient Share:

i. Total recipient share required

\$0.00

## Grants Online Financial and Project Progress Reports Reference Guide for Grants Specialists

**Step 5:** At the bottom of the Expanded Version of the Federal Financial Report, click on the link entitled, **Remarks** to enter comments related to the financial report.

**9. Reporting Period \***

 - 

[10. Transactions](#)

[11. Remarks](#)

**Remarks link**

**Recipient Business/Financial Representatives:**

One item found.1

Name	Telephone
Unknown Cr	

**Recipient Authorized Representatives:**

3 items found, displaying all items.1

Name	Telephone
Regina Hewatt	405-325-6054
Jennie Parker	405-325-6029
Tracy Reinke	405-325-3041

[Click here to use the Simple version of this report.](#)

**Save Done Cancel Print Report**

**Step 6:** Enter comments and click the **Save** button, followed by the **Done** button. You can also attach files by clicking on the **Attach Files** link.

### Federal Financial Report -- Report Remarks

**Spell Check**


[Attach Files](#)

**Save Done Cancel**

## Grants Online Financial and Project Progress Reports Reference Guide for Grants Specialists

**Step 7:** Once all the data has been entered, click **Save** followed by the **Done** button. You also have the option to click the **Print Report** button.

### Federal Financial Report - NA17RJ1227

Please click on this icon to add your comments or view comments by other users on this report: 

#### 1. Federal Agency and Organization Element to which Report is submitted

Department of Commerce/NOAA

#### 2. Federal Grant or Other Identifying Number Assigned by Federal Agency (To report multiple grants, use FFR Attachments)

NA17RJ1227

#### 3. Recipient Organization (Name and complete address including zip code)

University of Oklahoma

1000 Asp Avenue, Room 314 Norman, OK 73019

#### 4a. DUNS Number 4b. EIN Number 5. Recipient Identifying Number or Account Number

0

736017987

NOAA

#### 6. Final Report 7. Basis of Accounting \*

☐ Yes ☒ No ☐ Cash ☐ Accrual

#### 8. Project/Grant Period

07/01/2001 - 04/30/2007

#### 9. Reporting Period \*

01/01/2005

- 09/01/2005

[10. Transactions](#)

[11. Remarks](#)

#### Recipient Business/Financial Representatives:

One item found.1

Name	Telephone
Unknown Cr	

#### Recipient Authorized Representatives:

3 items found, displaying all items.1

Name	Telephone
Regina Hewatt	405-325-6054
Jennie Parker	405-325-6029
Tracy Reinke	405-325-3041

[Click here to use the Simple version of this report.](#)

**Save Done Cancel Print Report**

*Save, Done and  
Print Report  
buttons*

## Grants Online Financial and Project Progress Reports Reference Guide for Grants Specialists

**Step 8:** After clicking the ***Print Report*** button, the following screen displays the printable Federal Financial Report.

<b>FEDERAL FINANCIAL REPORT</b> <small>(Follow instruction on the back)</small>			
<b>1. Federal Agency and Organizational Element to Which Report is Submitted</b>  Department of Commerce/BOAA	<b>2. Federal Grant or Other Identifying Number Assigned by Federal Agency (To report multiple grants, attach page 2)</b>  NA04CWR4310097	<b>3. Recipient Organization (Use and complete address including zip code)</b> Research Foundation of State University of New York Office of Sponsored Program/State University Stony Brook, NY 11794-3562	
<b>4. Universal Identifier Number</b>	<b>5. Recipient Account Number or Identifying Number (To report multiple grants, attach page 2)</b>  BOAA	<b>6. Final Report</b>  <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<b>7. Basis of Accounting</b>  <input checked="" type="checkbox"/> Cash <input type="checkbox"/> Accrual
<b>8. Funding/Grant Period</b>  From: 05/01/2004                      To: 04/30/2007		<b>9. Period Covered by This Report</b>  From:                                      To:	
<b>10. Description</b> <b>11. Description</b> <b>12. Description</b> <b>13. Description</b>			

**Step 9:** If you click on the ***Workflow History*** link on the Financial Progress Report screen, you can view details on the actions taken on the report.

### Federal Financial Report - NA17RJ1227

**Id:** 2018889

**Creator:** Syed Raza

**Create Date:** 11/14/2005

**Status:** Federal Financial Report Review Federal Financial Report Not Started

**Status Date:** 11/16/2005

**Last Edited User:** Fahima Zahir

[Go to Federal Financial Report Details Page >>](#)

***Workflow History*** link

This document currently has no tasks assigned to you. However, you may [view previous workflow history and comments >>](#)

# Grants Online Financial and Project Progress Reports Reference Guide for Grants Specialists

## Creating the SF270 Report – Simple Version

**Step 1:** Complete steps 1 through 5 in the *FinancialProgress Reports – Simple Version* section. Scroll down to the bottom of the *Grants File* screen to view the *Additional Documents* section and select the *Create SF270* link.

**Additional Documents**  
3 items found, displaying all items. 1

Document Name
Create Financial Report
Create SF270
Manual Closeout

**Associated Attachments**  
One item found. 1

Name	Block Description
test.log	Test file

**“Create Financial Report”, “Create SF270”, and “Manual Closeout” links**




## Grants Online Financial and Project Progress Reports Reference Guide for Grants Specialists

**Step 2:** The *Request for Advance or Reimbursement - Simple Version* screen is displayed. Complete the report information as required.

Select the comment icon to add comments or view comments entered by other users. The comments are viewable by all users including internal NOAA users and recipients.

### Request for Advance or Reimbursement - NA17RJ1227 -- Simple Version

Please click on this icon to add your comments or view comments by other users on this report: 



Comments icon

#### Final Report

☐ Yes ☒ No

#### Reporting Period \*

-   
(mm/dd/yyyy) (mm/dd/yyyy)

#### Due Date

(mm/dd/yyyy)

[Attach Files](#)

[SF-270 Instructions](#)

[Click here to use the Expanded version of this report.](#)

**Save**

**Complete Report**

**Cancel**

Expanded version of  
this Report link

**Step 3:** Once all the information has been entered, you can click the **Save** button followed by the **Complete Report** button. To complete the expanded version of the report select the link entitled, *Click here to use the Expanded version of this Report.*

## Grants Online Financial and Project Progress Reports Reference Guide for Grants Specialists

### Creating the SF270 Report – Expanded Version

**Step 1:** Upon selecting the link entitled *Click here to use the Expanded version of this Report* (see step 3 in prior section), the following screen is displayed. Enter report information and click the **Save** button followed by the **Done** button.

#### Request for Advance or Reimbursement - NA17RJ1227

1. Type of Payment Requested\* (a.) ☐ Advance ☐ Reimbursement (b.)\* ☐ Final ☐ Partial

2. Basis of Request\* ☐ Cash ☐ Accrual

3. Federal Agency and Organization Element to Which Report is Submitted Department of Commerce/NOAA

4. Federal Grant or Other Identifying Number Assigned by Federal Agency NA17RJ1227

5. Partial Payment Request Number For This Request 0

6. EIN Number 736017987

7. Recipient Identifying Number or Account Number NOAA

8. Period Covered By This Request\*  -   
(MM/DD/YYYY - MM/DD/YYYY)

9. Recipient Organization  
University of Oklahoma  
1000 Asp Avenue, Room 314 Norman, OK 73019

10. Payee Where payment is to be sent if different than item 9  
Name:   
Address:

Please select a Type of Payment and Press 'Save'

[SF-270 Instructions](#)

[Click here to use the Simple version of this report.](#)

**Save Done Cancel Print Report**

## Grants Online Financial and Project Progress Reports Reference Guide for Grants Specialists

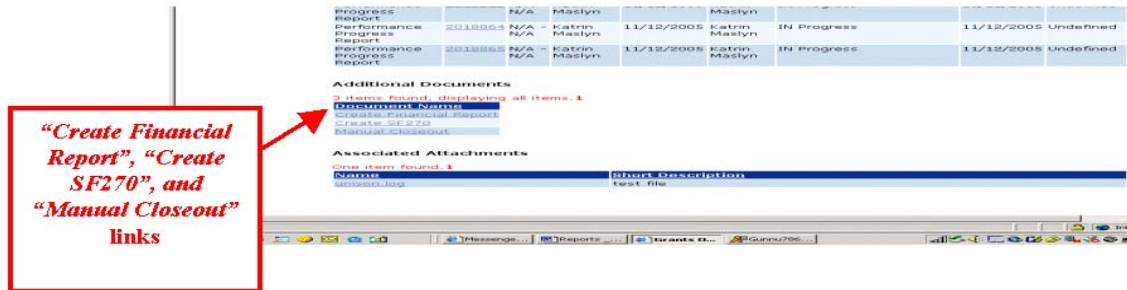
**Step 5:** After clicking the ***Print Report*** button, the following screen displays the printable SF270 Report.

<b>REQUEST FOR ADVANCE OR REIMBURSEMENT</b>		OMB APPROVAL NO.		Page [5] of [6] Pages	
		1. TYPE OF PAYMENT REQUESTED	a. "X" one or both below: <b>ADVANCE</b> <b>REIMBURSEMENT</b>		2. BASIS OF REQUEST  - CASH - ACCRUAL
			b. "X" the applicable line: <b>FINAL</b> <b>PARTIAL</b>		
3. FEDERAL SPONSORING AGENCY AND ORGANIZATIONAL ELEMENT TO WHICH THIS REPORT IS SUBMITTED  Department of Commerce/NOAA		4. FEDERAL GRANT OR OTHER IDENTIFYING NUMBER ASSIGNED BY FEDERAL AGENCY NAU78U117		5. PARTIAL PAYMENT REQUEST NUMBER FOR THIS REQUEST	
6. EMPLOYER IDENTIFICATION NUMBER  76607997	7. RECIPIENT'S ACCOUNT NUMBER OR IDENTIFYING NUMBER  NOAA	8. PERIOD COVERED BY THIS REQUEST			
		FROM (month, day, year)		TO (month, day, year)	
9. RECIPIENT ORGANIZATION  <b>NAME:</b> University of Oklahoma  <b>Address:</b> 1000 Asp Avenue, Room 314 Norman, OK 73019		10. NOTES (Please check 1a to be sent if different than item 9)  <b>NAME:</b>  <b>Address:</b>			
<b>II. COMPUTATION OF AMOUNT OF REIMBURSEMENTS/ADVANCES REQUESTED</b>					
1st month	0.00	0.00	0.00	0.00	0.00

# Grants Online Financial and Project Progress Reports Reference Guide for Grants Specialists

## Completing Manual Closeout

**Step 1:** Complete steps 1 through 5 in the *Financial Progress Reports – Simple Version* section. Scroll down to the bottom of the *Grants File* screen to view the *Additional Documents* section and select the *Manual Closeout* link.



**Step 2:** Complete the closeout questionnaire and click the *Save* button. You may attach files using the *Attach Files* link at the bottom of the page. Once you click the *Close Award* button, the document will be locked and you will not be able to make any modifications.

### Manual Closeout -- NA17RJ1227

Has the Recipient Organization: University of Oklahoma completed the following closeout documents?

- Does this Award have inventions to disclose? ☐ Yes  
If so, were all inventions to this Award entered into iEdison? ☐ No  
☒ N/A
- Does this Award have property to return? ☒ Yes  
☐ No
- Final Progress Report: ☐ Yes  
☐ No  
☒ N/A
- Final Comprehensive Progress Report: ☐ Yes  
☐ No  
☒ N/A
- Final Financial Report: ☒ Yes  
☐ No  
☐ N/A
- Final Comprehensive Financial Report: ☐ Yes  
☐ No  
☒ N/A

[Attach Files](#)

**Save**

**Close Award**

**Cancel**

# Grants Online Financial and Project Progress Reports Reference Guide for Grants Specialists

## Accessing Existing Financial and Project Progress Reports

**Step 1:** In order to search Financial and Project Progress Reports, select the *Search Financial and Project Progress Reports* link from the *Award* tab.



**Step 2:** The screen below is displayed. Enter at least one search criterion, including *Award Number*, *Period Start Date*, *Program Officer Name* and *Report Type*. After entering the search criteria, click the *Search Reports* button.



## Grants Online Financial and Project Progress Reports Reference Guide for Grants Specialists

**Step 3:** The search results display all report types including the Project Progress Reports and Financial Reports. To view a specific report, select the link for the report you would like to view from the ***Report*** column.

### Search Financial and Project Progress Reports

Award Number :

Select All Awards : ☐

Period Start Date :  -

Program Officer Name :   
(First Name or Last Name)

Report Type :   
☐ Progress Reports  
☐ Financial Reports  
☒ All Reports

**Search Reports**

**Cancel**

#### Query Report Results


6 items found, displaying all items.1

Report	Award Number	Reporting Period Start	Reporting Period End	Due Date	Program Officer
<a href="#">Financial Report</a>	NA17RJ1227	01/01/2005	09/01/2005	11/14/2005	Undefined
<a href="#">SF270</a>	NA17RJ1227	01/01/2005	09/30/2005	11/15/2005	Undefined
<a href="#">Progress Report</a>	NA17FX2019	01/01/2001	08/30/2005		Dennis A. Seem
<a href="#">Financial Report</a>	NA17FX2019	09/01/2002	08/31/2005		Undefined
<a href="#">Progress Report</a>	NA17EC1483	10/11/2005	10/30/2005		Undefined
<a href="#">Financial Report</a>	NA17OZ2324	10/10/2005	11/11/2005		Undefined

## Grants Online Financial and Project Progress Reports Reference Guide for Grants Specialists

**Step 4:** If you selected Progress Report in Step 3, the *Performance Progress Report - Simple Version* screen is displayed. (Please note that if you selected Financial Report in Step 3, Grants Online will take you to the Extended Version of the Federal Financial report, as detailed in the previous section.)

**Performance Progress Report - NA17EC1483 -- Simple Version**

Please click on this icon to add your comments or view comments by other users on this report: 

Spell Check

**Final Report**  
☐ Yes ☒ No

**Reporting Period \***  
10/11/2005 - 10/30/2005  
(mm/dd/yyyy) (mm/dd/yyyy)

**Due Date**  
  
(mm/dd/yyyy)

**Recipient Primary Investigators:**  
2 items found, displaying all items.1

Name	Telephone
Kaye Brubaker	301-405-1965
Robert Ellingson	301-405-5386

**Recipient Authorized Representatives:**  
3 items found, displaying all items.1

Name	Telephone
Monique Anderson	301-405-6269
Evan Crierie	301-405-6269
Antoinette Lawson	301-405-6269

[Attach Files](#)

[Click here to use the Expanded version of this report.](#)

*Expanded version of  
this Report link*


**Step 5:** To view the Expanded version of the *Performance Progress Report*, click on the link entitled, “*Click here to use the Expanded version of this report.*” Please note that the *Expanded Version* of this report has not yet been approved by OMB for use at NOAA. Further guidance will be provided regarding this report at a later date.



## Grants Online Financial and Project Progress Reports Reference Guide for Grants Specialists

**Step 6:** The data from the Performance Progress Report – Expanded Version includes links to the *Performance Measures*, *Program Project Management*, *Sub-Award Management*, *Activity Based Budget*, and *Performance Narrative* at the bottom of the screen.

### Performance Progress Report - NA17EC1483

Please click on this icon to add your comments or view comments by other users on this report: 

1. Federal Agency and Organization Element to Which Report is Submitted  Department of Commerce/NOAA		2. Federal Grant or Other Identifying Number Assigned by Federal Agency  NA17EC1483		3a. DUNS Number  0	3b. EIN  526002033
4. Recipient Organization (Name and complete address including zip code) University of Maryland, College Park 2100 Lee Building College Park, MD 20742				5. Recipient Identifying Number or Account Number  NOAA	
6. Project/Grant Period		7. Report Period		8. Final Report <input type="radio"/> Yes <input checked="" type="radio"/> No	
Start Date: (Month, Day, Year)  09/01/2001	End Date: (Month, Day, Year)  08/31/2006	Start Date: (Month, Day, Year) *  10/11/2005	End Date: (Month, Day, Year) *  10/30/2005	9. Reporting Term or Frequency  <input checked="" type="radio"/> Semi-Annually <input type="radio"/> Annually <input type="radio"/> Quarterly <input type="radio"/> Other (if Other, Describe: <input type="text"/> )	

[Performance Measures](#)  
[Program/Project Management](#)  
[Sub-Award Management](#)  
[Activity Based Budget](#)  
[Performance Narrative](#)  
[Other Attachments](#)

## Grants Online Financial and Project Progress Reports Reference Guide for Grants Specialists

**Step 7:** Upon selecting the *Performance Measures* link, view the data provided.

Performance Measures				
1. Federal Agency and Organization Element to Which Report is Submitted	2. Federal Grant or Other Identifying Number Assigned by Federal Agency	3a. DUNS Number	3b. EIN	7. Reporting Period End Date:
Department of Commerce/NOAA	NA05NMF4771304	020657151	14-1368361	
10. Performance Measures				
a. Measure Number*				
b. Objective/Goal Description*				
c. Measure*				
d. Baseline*				
e. Target Year*				
f. Target*				
g. Actual to Date*				
h. Accomplishments and Explanation*				
Spell Check				

**Step 8:** Upon selecting the *Program/Project Management* link, view the data provided.

Program/Project Management				
1. Federal Agency and Organization Element to Which Report is Submitted	2. Federal Grant or Other Identifying Number Assigned by Federal Agency	3a. DUNS Number	3b. EIN	7. Reporting Period End Date:
Department of Commerce/NOAA	NA05NMF4771304	020657151	14-1368361	
11. Program/Project Management				
Question		Yes/No/Not Applicable?	Explanation	
11a. Did you collect credible performance information, including information awarders, and use it to manage the program/project and improve performance?		<input type="checkbox"/>	<a href="#">Edit/View/Add Explanation</a>	
11b. Are the award funds obligated in a timely manner and spent for intended purposes?		<input type="checkbox"/>	<a href="#">Edit/View/Add Explanation</a>	
11c. Do you think your budgets to program/project activities and make adjustments to achieve cost-efficiencies?		<input type="checkbox"/>	<a href="#">Edit/View/Add Explanation</a>	
11d. Do you collaborate and coordinate effectively with related programs/projects(if applicable)?		<input type="checkbox"/>	<a href="#">Edit/View/Add Explanation</a>	
11e. Have you identified any management deficiencies? If so, provide explanation of deficiencies identified.		<input type="checkbox"/>	<a href="#">Edit/View/Add Explanation</a>	
11f. Have you taken meaningful steps to address management deficiencies (if applicable)?		<input type="checkbox"/>	<a href="#">Edit/View/Add Explanation</a>	
11g. Did you achieve all your performance targets in this reporting period?		<input type="checkbox"/>	<a href="#">Edit/View/Add Explanation</a>	
11h. Are you on target to achieve your long-term performance goals?		<input type="checkbox"/>	<a href="#">Edit/View/Add Explanation</a>	

*If you answer Yes or No to any of the above questions, you will be required to enter an Explanation*

## Grants Online Financial and Project Progress Reports Reference Guide for Grants Specialists

**Step 9:** Upon selecting the *Sub-Award Management* link, view the data provided.

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**Sub-Award Management**

**Sub-Award Management:**

1. Federal Agency and Organization Element to Which Report is Submitted	2. Federal Grant or Other Identifying Number Assigned by Federal Agency	3a. DUNS Number	3b. EIN	7. Reporting Period End Date:
Department of Commerce/NOAA	NA07EC0676	0	396006492	01/20/2006

12. Sub-Award Management (Applicable if sub-grants or sub contracts are awarded)

Question	Yes/No/Not Applicable?	Explanation
12a. Are the award partners (including sub-awardees and contractors) held accountable for cost, schedule, and performance results (if applicable)?	<input type="text"/>	<a href="#">Edit/View/Add Explanation</a>
12b. Are sub-awards and contracts awarded based on a clear competitive process that includes a qualified assessment of merit?	<input type="text"/>	<a href="#">Edit/View/Add Explanation</a>

Cancel

**Step 10:** Upon selecting the *Activity Based Budget* link, view the data provided.

---

**Activity Based Budget**

1. Federal Agency and Organization Element to Which Report is Submitted	2. Federal Grant or Other Identifying Number Assigned by Federal Agency	3a. DUNS Number	3b. EIN	7. Reporting Period End Date:
Department of Commerce/NOAA	NA07EC0676	0	396006492	01/20/2006

13. Activity Based Budget

Nothing found to display.

Total	\$0.00
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Cancel

**Step 11:** Upon selecting the *Performance Narrative* link, view the data provided.

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**Performance Narrative**

**Performance Narrative**

1. Federal Agency and Organization Element to Which Report is Submitted	2. Federal Grant or Other Identifying Number Assigned by Federal Agency	3a. DUNS Number	3b. EIN	7. Reporting Period End Date:
Department of Commerce/NOAA	NA07EC0676	0	396006492	01/20/2006

14. Performance Narrative

Narrative

Spell Check

## Grants Online Financial and Project Progress Reports Reference Guide for Grants Specialists

**Step 12:** To view the printable version of the Project Progress Report, select the *Print Report* button from the *Performance Progress Report –Simple Version* screen.

Year)	Year)			
10/01/2000	12/31/2005	12/10/2005	01/20/2006	<input type="radio"/> Quarterly <input checked="" type="radio"/> Other (if Other, Describe: )

[Performance Measures](#)  
[Program/Project Management](#)  
[Sub-Award Management](#)  
[Activity Based Budget](#)  
[Performance Narrative](#)  
[Other Attachments](#)

**Recipient Primary Investigators:**  
 2 items found, displaying all items. 1

Name	Telephone
John Norman	608-262-4576
Christopher Velden	608-262-9168

**Recipient Authorized Representative:**  
 3 items found, displaying all items. 1

Name	Telephone
Diane Barrett	608-262-0252
Cheryl Gest	608-262-4680
Charles Hoffman	608-262-0253

**Print Report button**

**Step 13:** The following screen displays the printable version of the Project Progress Report.

### PERFORMANCE PROGRESS REPORT

		Page 1	of 4 Pages
1. Federal Agency and Organization Element to Which Report is Submitted  Department of Commerce/NOAA	2. Federal Grant or other Identifying Number Assigned by Federal Agency  <div style="border: 2px solid red; padding: 5px; text-align: center;"> <b>Print Report button</b> </div>	3a. DUNS Number  0	3b. EIN  526002033
4. Recipient Organization (Name and complete address including zip code)  University of Maryland, College Park		5. Recipient Identifying Number or Account Number  .....	

09/01/2001	08/31/2005		
in		annual	semi-annual